

WHAT'S NEW?



IREMS 2.4

Overview

This document provides information on the issues included in **iREMS** release 2.4.

The **What's New** addresses new issues identified by users or the iREMS development team. These items may include functionality or feature changes. There are also explanations for modifications or improvements instituted to maintain system performance.

The **Policy/Regulations** section addresses any business rule highlights, announcements, or changes that are necessary to maintain accurate property portfolios.

ASSET MANAGEMENT

Property Participants

➤ Management Agent History/Narratives

On the *Management Agent List/History* page, the PBCA has the right to update the *Contract Administrator Summary Narrative: Property Management* text box. A **Save** button has been added to allow for this text box entry to be saved. All other fields are view only for PBCA.

The screenshot displays the 'Management Agent List / History' page. On the left is a navigation menu with options like Portfolio/Dashboard, Financial Statements, and Risk Management. The main content area has a top navigation bar with tabs for Property Participant, Current Owner/Contact, Current Lessee/Contact, Current Management Agent/Contacts, and Management Fees. Below this is a table titled 'Management Agent List / History' with columns: Management Agent Name, Management Agent TIN, Agent Effective Date, Agent Termination Date, Agent Certification Start Date, Agent Certification End Date, and Certification Type. The first row shows 'Cascade Management Corp.' with TIN '095042931' and effective date '12/01/2008'. Below the table are three narrative text boxes: 'Owner/Field Office Contact Narrative: Property Management', 'Summary Narrative: Property Management', and 'Contract Administrator Summary Narrative: Property Management'. The third box contains text about a close date and a review rescheduled. A red arrow points to a 'Save' button in the top right corner, and another red arrow points to the 'Contract Administrator Summary Narrative' text box.

Management Agent Name	Management Agent TIN	Agent Effective Date	Agent Termination Date	Agent Certification Start Date	Agent Certification End Date	Certification Type
Cascade Management Corp.	095042931	12/01/2008				Identity of Interest

Management Narratives

Owner/Field Office Contact Narrative: Property Management
e mail message sent to Donna Case Sr Project Manager, on August 02, 1998 to add 4 digit zip to management address.

Summary Narrative: Property Management

Contract Administrator Summary Narrative: Property Management
close date 9/14/01. Unable to input data.
review rescheduled at mgmt. agent's request. Too busy to prep files for review, and vacation. Rescheduled.

PBCA Management Agent List/History page

Risk Management

➤ MFH Action Plan

The **Risk Management, MFH Action Plan** screen has been revised. Previously Multifamily had a goal to track the Financial Performance Improvement Plan (FPIP). The goal has been changed to Develop Plans of Action instead of FPIP. The action plan will be identified by the owner and sent o HUD. The action plan will have one of the following new codes to identify the type.

- CDE Compliance/Disposition/Enforcement Plan
- CP Capital plan
- EMPIP Expense Management & Process Improvement Plan
- HIP Hub Initiated Plan
- MPIP Marketing & Physical Improvement Plan

Note: Existing MFH Action plans for FPIP and plans that don't fit into any category have been converted to FPIP and GP-Grandfathered Plan.

Portfolio/Dashboard

DEC Referrals

DEC Report & Narratives

Financial Statements

Financing

Management Reviews

Occupancy

Physical Inspections

Property Attributes

Property/Participants

Risk Management

Service Summaries

Workload Management

Security Administration

DEC Portfolio Reviews

DEC Workload Queues

Property Risk Rating

Root Problem/Mitigation Strategy

Problem Statements

Property History

QAHP Watchlist

MFH Action Plan

Sanctions

MFH Action Plan

Plan Type	Start Date	End Date	Target Completion Date
CDE – Compliance/Disposition/Enforcement Plan	09/09/2013	10/31/2013	10/31/2013
CDE HUD plans to close this project.			
HIP – Hub Initiated Plan	09/02/2013	09/09/2013	09/09/2013
HIP HUD has initiated a plan to handle the problems we are having at Carol City Gardens.			
CDE – Compliance/Disposition/Enforcement Plan	02/22/2013	05/06/2013	05/06/2013
CDE Plan for Carol City Gardens This is a previously HUD-Owned property that is comprised of 149 Section 8 family units and is located in the newly formed City of Miami Gardens. The property has been known to have a significant amount of criminal activities and arrests. Carol City Gardens, LLC has owned the property since 2001 and is managed by an independent Company. The property has had approximately five on-site managers since then. If property fails again, we recommend that HUD abate the HAP Contract and issue vouchers to qualified tenants. Furthermore, we will make a recommendation to Public Housing to not allow the residents to remain at the property. HUD should then pursue Limited Denial of Participation for the owner and manager.			
FPIP – Financial Performance Improvement Plan	05/16/2012	08/16/2012	
FPIP PM should review the mortgage note to determine if owner the can refinance the mortgage. Investigate whether there are deferred maintenance issues. Investigate whether the agent is and IOI and if there are inflated operating expenses because of the IOI. Investigate high expenses on the P&L and ask owner why the expenses are so high. Investigate the high accounts payable on the balance sheet. The PM should also update the management fee in iREMS per the notes to the financial statement the new management fee as of June 2010 is 7.06%. FPIP letter should be sent to the owner and request the owner respond to the letter regarding all issues found in the FPIP review. (see FPIP file)			
GP – Grandfather Plan	04/03/2012	06/01/2012	
Plan of Action: Issue NOVs and hold teleconference with Owner. Provide 60 day cure period. Place second Flag on 2530.			

MFH Action Plan (view only)

The following fields display on the MFH Action Plan:

- *Plan Type*
- *Start Date*
- *End Date* (*Complete Date* has been changed to *End Date*)
- *Target Completion Date*
- *Comments*

Servicing

➤ Reserve Tracking

Previously when a user reviewed the *Reserve for Replacement Balance & Deposit List* or the *Request for Release of Funds List*, if the list had multiple entries the user clicked on the “Next” button to go to the next page of entries. If the “Reserve Account Required” and the “Reserve Account Effective Date” were blank the user would receive two error messages. These error messages were not correct since the user was trying to view the next set of records in the displayed list. This has been corrected so the error messages **do not** appear when the user hits the “Next”, Previous, “First” and “Last” buttons.

[Portfolio/Dashboard](#)
[Financial Statements](#)
[Financing](#)
[Management Reviews](#)
[Insurance](#)
[Physical Inspections](#)
[Property Attributes](#)
[Property Participants](#)
[Risk Management](#)
[Servicing](#)
[Summaries](#)
[Workload Management](#)
[Secure Systems](#)
[Logout](#)

[Associations to Property](#)
[Reserve Tracking](#)
[Use Restriction List](#)
[IRP List](#)
[Other Public Subsidies List](#)

Reserve Account Required? : Yes
Reserve Account Effective Date : 02/01/2011

Reserve for Replacement Balance and Deposit List

Displaying records 7 to 12 of 14

[First](#)
[< Previous](#)
[Next >](#)
[Last](#)

Monthly Deposit Effective Date	Monthly Deposit Amount (most recent entered amount)	Suspend Start Date	Suspend End Date
11/01/2007	9789.00		
01/01/2007	14979.00		
07/01/2006	8789.00		
07/01/2005	8500.00	07/01/2005	01/31/2006
07/01/2004	8500.00		
07/01/2003	8142.00		

Request for Release of Funds List

Displaying records 7 to 12 of 25

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[< Previous](#)
[Next >](#)
[Last](#)

Type of Request	Date Received	Amount Requested	Date Approved	Amount Approved
Reserve for Replacement	06/30/2011	34501.97	07/26/2011	34501.97
Reserve for Replacement	01/14/2011	46101.31	01/21/2011	46101.31
Reserve for Replacement	08/31/2009	22367.77	09/15/2009	22367.77
Reserve for Replacement	03/05/2009	20045.78	03/05/2009	20045.78
Reserve for Replacement	10/28/2008	30255.64	12/02/2008	30255.64
Reserve for Replacement	09/29/2008	73009.51	10/08/2008	38965.00

Reserve Tracking page

Subsidy Administration

Assistance Contracts

- Assistant Contract Status
 - Energy Performance Contract

Previously, when the user entered and saved data on the *Energy Performance Contract Detail* screen and there was an error in one of the fields **all** fields were blanked out when the error message displayed. The Energy Performance Contract Detail screen will **now** retain all values entered and an error message will display.

The screenshot shows the 'Assistance Contract Status' screen. The left sidebar contains a menu with options: Portfolio/Dashboard, Assistance Contracts (selected), Contract Processing, Compatibility Studies, Renewal Budgets, Secure Systems, and Logout. The main content area has tabs for Assistance Contract List, Assistance Contract Status (selected), Assistance Contract Detail, Current Contract Administrator/Contact, and Contract Administrator History. The 'Assistance Contract Status' section displays the following information: Contract Number: FL290046007, TRACS Contract Status: Active, Program Type: Sec 8 SR, Status Update: Automatic (selected), Manual (unselected), Contract Administered By: PBCA, and Current Contract Status: Active - Active. Below this is a 'Stages' section with a table header: Staged [N], Stage Number, Stage Effective Date, Stage Expiration Date, TRACS Status, and Next Expiring. At the bottom, the 'Energy Performance Contract' section shows the 'Energy Performance Contract Enrollment Indicator' set to Yes (selected) and No (unselected). Save and Reset buttons are located at the top right.

Assistance Contract Status – EPC indicator = Yes

The screenshot shows the 'Energy Performance Contract Details' screen. The left sidebar is the same as the previous screenshot. The main content area has tabs for Assistance Contract List, Assistance Contract Status, Assistance Contract Detail (selected), Current Contract Administrator/Contact, and Contract Administrator History. The 'Energy Performance Contract Details' section displays the following information: Contract Number: FL290046007, Energy Performance Contract Effective Date: 10/23/2013, Energy Performance Contract Term (Years): 10, Energy Performance Contract Expiration Date: (empty), Energy Performance Retrofit Completion Date: (empty), Energy Performance Contract Total Debt Amount: 150000, Energy Performance Contract Annual Debt Amount: (empty), Energy Performance Contract Total Project Savings Amount: 12000, Energy Performance Contract Annual Project Savings Amount: (empty), Energy Performance Contract 47.5% of Annual Project Savings Amount: (empty), and Energy Performance Contract Yearly Savings Tracking Indicator: Yes (unselected) and No (selected). Save, Reset, and Back buttons are located at the top right.

Energy Performance Contract Details - data entered

The Energy Performance Contract Effective Date has to begin at the beginning of a month. The Energy Performance Contract Effective Date will be similar to the Contract Effective Date. For example if the Renewal (in the year the Energy Performance Contract is effective) begins at the beginning of a month then the Effective Date will be that begin date. If the Renewal (in the year the Energy Performance Contract is effective) begins in the middle of a month then the Effective Date will be the beginning of the following month.

Energy Performance Contract Details Save Reset Back

Contract Number: FL290046007

Energy Performance Contract Effective Date: 10/23/2013

Energy Performance Contract Term (Years): 10

Energy Performance Contract Expiration Date: 10/22/2023

Energy Performance Retrofit Completion Date:

Energy Performance Contract Total Debt Amount: 150000

Energy Performance Contract Annual Debt Amount: 15000

Energy Performance Contract Total Project Savings Amount: 12000

Energy Performance Contract Annual Project Savings Amount: 1200

Energy Performance Contract 47.5% of Annual Project Savings Amount: 570

Energy Performance Contract Yearly Savings Tracking Indicator: ☐ Yes ☒ No

Energy Performance Contract Details – with error displayed and data retained

Contract Processing

- Section 8 Contract Processing List
- Function Detail
 - Rents

Within the **Function Detail** tab under *RENTS* section a user is not permitted to click on a unit type to pull up the rent detail screen and click the “Add New Rent Record” button to display another rent detail screen at the same time.

Once a detail page is open the other should not be clickable or enabled. If a user clicks on the “Add New Rent Record” button and the Rent Detail screen is open and tries to click on a unit type at the same time a new box will not open. In addition, if a user clicks on the a unit type and the Rent Detail screen is open and tries to click on the “Add New Rent Record” button at the same time a new box will not open.

This feature is effective for Section 8 and PRAC contracts for both amend rents and renewals.

Section 8 Contract Processing List | **PRAC Contract Processing List** | **Function / Contract Selection** | **Function Detail**

Rents | **Save** | **Reset**

Surviving Contract: FL29A002017 **Stage:** N/A
Function Type: Renewal **Action:** FY 2013 - 2: Request Renewal Without Restructuring at or Below Comparable Rents
Effective Date: 08/05/2013 **ARAMS Status:** Pending

HUD Approved Rent:

Calculated Renewal Rents:

Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
0	11	716	740	732	725	
1	2	871	899	891	882	
Rent Potentials						
Monthly		9618	9938	9834	9739	
Annual		115416	119256	118008	116868	

Renewal Rent Effective Date: 08/06/2013

Monthly Reserve for Replacement Deposit Amount (most recently entered amount): 0.00

Monthly Increase to the Reserve for Replacement Account (as adjusted by OCAF): 0.00

Monthly Reserve for Replacement Deposit Amount (Sum of the Two Lines Above): 0.00

Date Sent to OAHF: (If rents determined by HUD/CA to be over Comparable)

Reason sent to OAHF:

Date Review Results Received from OAHF:

OAHF Results:

Dispute/Appeal Comments:

Rents Final for Contract Exhibit: ☐ Yes ☒ No

Rents Final for Contract Exhibit Date:

Utility Allowance Changed Comments:

Utility Allowance Changed: No

Calculated Renewal Rent Detail

Save **Delete** **Reset** **Close**

Unit Type:

Number of Units:

Current Contract Rent at Expiration:

Current Utility Allowance (if separate from rent):

Comparable (HUD92273) Rent:

OCAF Adjusted Rent:

Budget Based Rent:

Budget Based Utility Allowance (if separate from rent):

Energy Adjustment Amount Applied to Final Rent:

Renewed Rent:

Renewed Utility Allowance (if separate from rent):

Utility Allowance Effective Date:

Unit/Bedroom Type Description:

Rents screen – Section 8 Contract renewal (clicked on rent record)

PortfolioDashboard | **Assistance Contracts** | **Contract Processing** | **Comparability Studies** | **Renewal Budgets** | **Secure Systems** | **Login**

Section 8 Contract Processing List | **PRAC Contract Processing List** | **Function / Contract Selection** | **Function Detail**

Rents | **Save** | **Reset**

Surviving Contract: FL29S021005 **Stage:** N/A
Function Type: PRAC Renewal **Action:** FY 2014 - Budget Based
Effective Date: 11/01/2013 **ARAMS Status:**

HUD Approved Rent:

Calculated Renewal Rents:

Unit Type	# of Units	Current Contract Rent at Expiration	Budget-based Rent	Renewed Rent
1	101	538	545	
Rent Potentials				
Monthly		54338	55045	
Annual		652056	660540	

Renewal Rent Effective Date: 11/01/2013

Renewal Rent Increase Comments:

Rents Final for Contract Exhibit: ☐ Yes ☒ No

Rents Final for Contract Exhibit Date:

Utility Allowance Changed Comments:

Utility Allowance Changed: No

Calculated Renewal Rent Detail

Save **Reset** **Close**

Unit Type:

Number of Units:

Current Contract Rent at Time of Expiration:

Current Utility Allowance (if separate from rent):

Budget Based Rent:

Budget Based Utility Allowance (if separate from rent):

Renewed Rent:

Renewed Utility Allowance (if separate from rent):

Utility Allowance Effective Date:

Unit/Bedroom Type Description:

Rents screen – PRAC Contract renewal (clicked on “Add New Rent Record button”)

Contract Processing

- Section 8 Contract Processing List
- Function Detail
 - OCAF
 - Rents

The table below is a list of the Contract Processing Actions that generate an **OCAF** worksheet for Renewals/Amend Rents/Rent Adjustments. On the **OCAF** page if the *Rent Increase Factor* changes as a result of an update, this change results in a recalculation of the *OCAF Adjusted Rent* amount for all the units type for the contract being processed. If the rent amount will change, a warning box displays when the user saves the record. It reads: “*The ‘Rent Increase Factor’ value has changed. Click “OK” to overlay the current OCAF Adjusted Rent amounts in the rent table with the newly calculated values.*” When the user responds with a confirmation (clicks “OK”) the adjusted rent amounts shall be saved to the relevant database tables and display on the Rents table in iREMS.

When the user switches to the **Rents** tab, the system shall display the newly recalculated **OCAF** Adjusted Rent amounts based on the new *Rent Increase Factor*.

Renewal Option (Processing Action)	Renewals	Amend Rents	Rent Adjustments
1a: Mark-Up-To-Market Eligibility	N/A	OCAF	N/A
1b: Discretionary Authority Eligibility Mark-Up-To-Market	N/A	OCAF	N/A
2: Request Renewal Without Restructuring at or Below Comparable Rents	OCAF	OCAF	N/A
3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents	N/A	OCAF	N/A
3b: Request Renewal of Full Mark to Market Contract	N/A	OCAF	N/A
4: Request Renewal for Projects Exempt from OAHP	OCAF	OCAF	N/A
5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project	OCAF	OCAF	N/A
5b: Request Contract Renewal for a Preservation Project	OCAF	OCAF	N/A
OCAF Adjustment	N/A	N/A	OCAF

Contract Processing actions that generate an OCAF worksheet


Section 8 Contract Processing List	PRAC Contract Processing List	Function / Contract Selection	Function Detail
OCAF Rent Adjustments			
Annual Rent Potential for all Expiring Section 8 Units Included in the Current Process:			2131776.00
Annual Comparable (Owner's) Rent Potential for Units Included in the Current Process:			0.00
Annual Rent Potential for all Non-Expiring Section 8 Units (Not Included in the Current Process):			0.00
Annual Rent Potential Non-Section 8 Units:			0.00
Annual Project Rent Potential:			2131776.00
Expiring Section 8 Portion of Total Rent Potential:			1.00
Annual Project Debt Service:			0.00
Note: Already includes MIP amount			
Annual Expiring Section 8 Share of Debt Service:			0.00
Annual Expiring Section 8 Rent Potential Less Expiring Section 8 Share of Debt Service:			2131776.00
Annual Expiring Section 8 Rent Potential Attributed to Operation Multiplied by the Published OCAF (2.300%)			2180806.85
OCAF Adjusted Contract Rent Potential:			2180806.85
Lesser of OCAF or Correlated Comparable Rent Potential:			2180806.85
Rent Increase Factor (Based upon Lesser of OCAF vs. Comps):			1.023

Original OCAF Rent Adjustments – (Rent Increase Factor = 1.023)

Section 8 Contract Processing List	PRAC Contract Processing List	Function / Contract Selection	Function Detail			
Rents Save Reset						
Surviving Contract: FL231079005		Stage: N/A				
Function Type: Renewal		Action: FY 2014 - 2: Request Renewal Without Restructuring at or Below Comparable Rents				
Effective Date: 01/01/2014		ARAMS Status:				
Add New Rent Record Overlay Rents with Current Rents from TRACS						
HUD Approved Rent: <input type="text"/>						
Calculated Renewal Rents:						
Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
1	96	844		863		
2	99	976		998		
Rent Potentials						
Monthly		177648		181650		
Annual		2131776		2179800		

Original Rents page – (unit 1 – OCAF Adjusted Rent = 863)

Message from webpage



The 'Rent Increase Factor' value has changed. Click OK to overlay the current OCAF Adjusted Rent amounts in the rent table with the newly calculated values.

OK

Warning message sample

Section 8 Contract Processing List	PRAC Contract Processing List	Function / Contract Selection	Function Detail
OCAF Rent Adjustments			
Annual Rent Potential for all Expiring Section 8 Units Included in the Current Process:			2131776.00
Annual Comparable (Owner's) Rent Potential for Units Included in the Current Process:			0.00
Annual Rent Potential for all Non-Expiring Section 8 Units (Not Included in the Current Process):			0.00
Annual Rent Potential Non-Section 8 Units:			0.00
Annual Project Rent Potential:			2131776.00
Expiring Section 8 Portion of Total Rent Potential:			1.00
Annual Project Debt Service:			200000.00
Note: Already includes MIP amount			
Annual Expiring Section 8 Share of Debt Service:			200000.00
Annual Expiring Section 8 Rent Potential Less Expiring Section 8 Share of Debt Service:			1931776.00
Annual Expiring Section 8 Rent Potential Attributed to Operation Multiplied by the Published OCAF (2.300%)			1976206.85
OCAF Adjusted Contract Rent Potential:			2176206.85
Lesser of OCAF or Correlated Comparable Rent Potential:			2176206.85
Rent Increase Factor (Based upon Lesser of OCAF vs. Comps):			1.021

Updated OCAF Rent Adjustments – (Rent Increase Factor = 1.021)

Section 8 Contract Processing List	PRAC Contract Processing List	Function / Contract Selection	Function Detail			
Rents						
Surviving Contract: FL231079005		Stage: N/A				
Function Type: Renewal		Action: FY 2014 - 2: Request Renewal Without Restructuring at or Below Comparable Rents				
Effective Date: 01/01/2014		ARAMS Status:				
<input type="button" value="Add New Rent Record"/> <input type="button" value="Overlay Rents with Current Rents from TRACS"/>						
HUD Approved Rent: <input type="text"/>						
Calculated Renewal Rents:						
Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
1	96	844		862		
2	99	976		996		
Rent Potentials						
Monthly		177648		181356		
Annual		2131776		2176272		

Rents page – (unit 1 – OCAF Adjusted Rent = 862)